



# City Administrator's Weekly Report

Week Ending September 25, 2015

## CITY ADMINISTRATOR UPDATE:

### A. Upcoming City Council Meeting(s)

Note: The agenda is available on the City's website approximately 72 hours before the meeting. Unless otherwise noted, all meetings are held in City Council Chambers at City Hall. The upcoming meeting is:

- *Tuesday, October 13, 2015* – City Council Regular Meeting at 6:00 p.m.
  - Tentative Agenda Items:
    - Waste Management Contract
    - Solar Connectivity Policy, and a possible Agreement
    - Purchase of a Police Vehicle

### B. Meetings Attended

During the week, I attended and participated in the following meetings:

- *Tuesday, September 22<sup>nd</sup>* – Attended the Regular Meeting of City Council.
- *Thursday, September 24<sup>th</sup>* – Attended the C-4 Meeting.

### C. Topics of Interest and Update(s)

- ***Fraudulent Wire Transfer:*** On September 14, 2015, the U.S. Secret Service granted the City's Petition for Mitigation and Forfeiture, which meant that they have determined the funds seized during the fraudulent wire transfers in April 2015 were City funds. This week, the City Administration submitted paperwork for the U.S. Secret Service to remit our funds.
- ***FY 2016 Airport RAMP Grant:*** The Division of Aviation for TxDOT has acknowledged receipt of the RAMP Grant paperwork, and it has been executed as of September 25, 2015. As approved, the TxDOT Grant matches the City's Airport expenditures for certain maintenance and professional service items up to \$50,000 in a fiscal year.
- ***Airport Agricultural Land Lease:*** The City Administration is seeking bid proposals to farm 236 acres of irrigated land, and 107 acres of dry land at the Castroville Municipal Airport. Bid proposals are due by 10:00 a.m. on October 8, 2015 in the Office of the City Secretary.
- ***City Hall Internet and Email:*** On Thursday, September 24<sup>th</sup> the email system at City Hall was down, and on Friday, September 25<sup>th</sup> the Internet connection at City Hall worked intermittently. AT&T is working on both systems; however, the City

apologizes for any inconvenience this may have caused our valued customers, the citizens of Castroville.

## WEEKLY UPDATES FROM DEPARTMENT HEADS:

- ***Library Assistant:*** The Office of Human Resources is currently advertising for a part-time Library Assistant. Applications may be submitted through October 7, 2015 at City Hall.
- ***Finance Director:*** The Office of Human Resources is currently advertising for a full-time Finance Director. The position is open until filled; however, the first review of applications will be made on October 19, 2015.
- ***Building Official/Code Enforcement Officer:*** Darrell Rawling has been hired as the new Building Official/Code Enforcement Officer in the Community Development Department.
- ***Whataburger:*** The Community Development Director reports that representatives for Whataburger have submitted their final minor plat for review.
- ***Community Development Permitting Activity:*** The Community Development Director reports that two permits were received, two permits were issued and seventeen inspections were made during this period (*See attached Permitting Activity Report*).
- ***Police Department Activity:*** The Police Chief reports that the Department had 45 service calls, and issued 121 warnings and/or citations during this week. He also reports that Animal Control had 20 calls for service, and Code Enforcement had 2 new violations during this period.
- ***Public Works Activity:*** The Public Works Director reports that September 26<sup>th</sup> was the first day for soccer games at Regional Park, which approximately 550 youth participated. He reports that a number of department projects are at various stages of completion (*See attached Public Works Department Project Report*).

## ATTACHMENTS:

- **City Administrator Project Status Report** for Week of September 25, 2015.
- **Community Development Permitting Activity Report** for September 20, 2015 - September 26, 2015.
- **Police Department Weekly Animal Control Report** for September 17, 2015 - September 23, 2015.
- **Police Department Weekly Code Enforcement Report** for September 21, 2015 - September 25, 2015.
- **Public Works Department Project Report** for Week of September 25, 2015.



Project		Completion Date	FY2015/2016 City Administrator Project Status Report
<b>Recurring Items</b>			
1.	Financial Audit	Nov/Dec 2015	Auditor's Engagement Letter is scheduled for September 22, 2015 Regular City Council Meeting. Auditor's fieldwork will commence in <b>January 2016</b> .
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<b>Active Projects</b>			
1.	Reorganization of City Depts.	Oct/Nov 2015	Administrative Services Department will be renamed Finance Department. Office of Economic Development will be established, and Director appointed.
2.	Awards & Recognition Program	Sept/Oct 2015	Create a Program to recognize City Employee Service including special awards for "Employee of the Year", "Employee Contributing to the Community", etc. City Council approval of the draft program is required.
3.	Wellness Program	Nov/Dec 2015	Program to create a Wellness Program for City employees, which would improve the overall health, and reduce healthcare costs for the City. City Council approval of the draft program is required.
4.	Medina Valley Youth Baseball	Sept/Dec 2015	Complete talks with the MVYB Association, and make any modifications to the current contract as agreed. City Council approval of any contract modifications is required.
5.	Airport Runway Extension	Oct 2015	Complete Airport Runway Extension Project.
6.	Barrio Aviation	Sept/Dec 2015	Enter into negotiations with Barrio Aviation regarding the cost to repair Commercial Hangar #2.
7.	Airport Jet Fuel System	Sept/Oct 2015	Based on the Airport Advisory Board Recommendation, and City Council's acceptance of that recommendation, the City Administration will implement the directive.
8.	Airport Seal Crack Repair	Sept 2015	Commence and complete the seal cracking of the Airport runway. <b>[COMPLETED]</b>
9.	Finance Director	Sept/Oct 2015	Conduct an executive recruitment for the Finance Director position.
10.	CommZoom LLC Lease	Sept 2015	Complete negotiations with CommZoom LLC for a lease of City property to place a "cable hut". City Council approval of the lease agreement is required.
11.	Customer Service Renovation	Oct/Dec 2015	Hire Contractor, initiate and complete renovation of the Customer Service, Utility Billing and Municipal Court areas in City Hall. City Council approval of the contractor, and cost of renovation is required.
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**Permitting Activity***September 20, 2015 – September 26, 2015***Received:**

Permit #	Address	Business	Date	Type	Description
494	1202 Lisbon	Residence	9/23/15	Building Permit	Repour existing concrete patio slab
493	1821 San Jacinto	Residence	9/21/15	Building Addition	Sunroom addition

**Issued:**

Permit #	Address	Business	Issued	Type	Description
492	1314 Constantinople	Quilt Shop	9/21/15	Building Permit	Interior remodel
482	815 Hwy 90 West	Valley Mart	9/22/15	Building Permit	Refinish inside of store

**Inspections:**

Permit #	Address	Business	Scheduled	Type	Description
387	1109 Alamo	Residence	9/24/15	Building	Framing
405	1109 Alamo	Residence	9/24/15	Plumbing	Gas Rough
405	1109 Alamo	Residence	9/24/15	Plumbing	Top Out
428	169 Westheim	Residence	9/24/15	Plumbing	Yard Sewer
433	136 Westheim	Residence	9/24/15	Plumbing	Yard Sewer
460	1109 Alamo	Residence	9/24/15	Electrical	Rough
469	1109 Alamo	Residence	9/24/15	Mechanical	Rough
489	401 London Street	Residence	9/22/15	Electrical	Underground
467	2103 Geneva	Residence	9/22/15	Mechanical	Rough
334	2103 Geneva	Residence	9/22/15	Building	Framing
368	2103 Geneva	Residence	9/22/15	Plumbing	Top Out
378	2211 Geneva	Residence	9/22/15	Building	Framing
393	133 Westheim	Residence	9/21/15	Energy	Insulation
426	217 Strasbourg	Residence	9/21/15	Plumbing	Yard Sewer
427	133 Westheim	Residence	9/21/15	Plumbing	Yard Sewer
428	169 Westheim	Residence	9/21/15	Plumbing	Yard Sewer
433	136 Westheim	Residence	9/21/15	Plumbing	Yard Sewer



## Weekly Animal Control Report

September 17 – September 23, 2015

Number of Animal Control Calls	20
Number of Dogs Picked Up	0
Number of Dogs Returned	0
Number of Dogs Euthanized/Died in Shelter	0
Number of Dogs Adopted/Released to FCAC	1
Number of Wild Animals Trapped	0
Number of Animal Bites	0
Dead Animals	1
Citations Written	0
Warnings Written	0
TNR	0
Number of Cats Picked Up	11
Number of Cats Returned	0
Number of Cats Euthanized/Died in shelter	0
Number of Cats Adopted/Released to FCAC	5

ACO Comments: 110.3 miles driven

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MELISSA SMITH, ANIMAL CONTROL OFFICER

DATE





## Weekly Code Violation Report

SEPTEMBER 21, 2015 – SEPTEMBER 25, 2015

Number of new Code Violations Located (Total)	2
Junked Vehicles	0
High Weeds/ Grass	0
Trash/ Junk in yard	0
Pole Signs removed/ City signs replaced	0
Number of locations back in compliance	1
Number of letters sent out	0
Number of follow ups to COVs	4
Citations Written	0
Animal Control calls	0
Zoning violations	0

Tasks	Project Name	Latest Status
1	WWTP Upgrade	Engineered by Freese and Nichols, Inc. (01/01/2014) The purpose of this project is to upgrade existing WWTP from .3 MGD to final design of .9 MGD. (10/01/14) Phase I Wastewater Sampling an updated Planning Memorandum submitted to the City. (02/17/ 2015) Received 25% plan submittal, which was part of Phase II with the City returning comments on (4/19/2015). (6/12/2015) Engineers submitted Phase III Plan and Contract for City Review. As of this Status update project on hold pending review by outside contractor of the of pricing and schedule submitted with the Phase III plan.
2	East Side Lift Station	Engineered by KSA Engineers, Inc. (09/01/2013) Draft report submitted to City for review. (03/30/2015) Plans and outstanding Items Control Log submitted to the City for review. (8/07/2015) Mail rights of entry to area residents. (09/01/2105) Begin final design surveys. (12/01/2106) Projected date for final completion of the project.
3	Water Line Replacement Proj.	Engineered by KSA Engineers, Inc. (6/12/2012) First proposal to City to replace certain water lines to improve the distribution system. ) This project replaces and/or upgrades 35,535 ft of various sizes of water main ranging from 3/4" to 10" (10/01/2013) Feasibility Study presented to City in support of TWDB Loan for project. (3/13/2105) ity received Outstanding Items Control Log and Preliminary Project Specifications for Review. (4/19/2015) City reviewed Control log and plans and returned comments. (09/09/2015) Submit plans to TW DB for review and TXDOT permits. (12/01/2016) Projected date for completion of the project.
4	London St. Repair	(12/15/2104) Was given this project plus others that were planned for this budget year. (07/03/2015) Received one proposal for repair of the first 240ft of London Street. (07/07/2015) Was directed by City Administrator to see if or how we could also make drainage improvements as part of this repair. As of this status all of my inquires to local contractors, who said they would talk to me about it has not happened due to their existing workload.
5	Street Rehab Proj.	2014-2105 Budget year street Rehabilitation has not been undertaken as of yet. County has had to concentrate on their projects that were awarded by Grants so they do not lose the money and have not been able to work in the City.
6	Koenig Lift Station	(7/22/2015) First options for repair of station presented to council. (12/15/2104) Project scheduled for this budget year. (08/03/2015) Relieved updated repair estimate from only contractor responding to request for quotes. (08/21/2015) Remaining operations pump at station failed. (08/27/2015) Submitted proposed Council Agenda Item for City Administrator review. (09/08/2015) Council approved estimate from MGB Construction. (9/10/2015) MGB Construction instructed they were to proceed with the project. (10/15/2015) Projected completion date for this project.
7	River Bluff Pressure Tank	I have no update on this project at this time.
8	River Bluff Distribution Sys.	This project is scheduled for Budget year 2016-2017
9	Country Village Dist. Sys.	This project is scheduled for Budget year 2016-2017
10	I&I Project Wastewater	I have no update on this project at this time.
11	Backflow Ordinance	(12/15/2014) This was a requested review and future proposal for Council. (3/31/2015) Submitted recommendation on procedure for backflow testing in the City. As of this update have a preliminary ordinance composed but not reviewed by City Administrator. (11/1/2015) Projected completion of this Project.
12	Sold Water Collection Contract.	(03/31/2015) Expiration date of current Solid Waste Collection contract. (06/24/2015) Issued RFP for Refuse Collection, Recycling and Disposal Services. (7/31/2015) Opened and reviewed RFP's for proposal to Council. (08/11/2105) Council approved RFP from Waste Management of Texas as proposed from staff. (08/28/2015) Met with City Administrator to approve rates to be included in 1015-2016 budget. Project Complete.
13	Lower Lacoste Traffic Calming Study	(12/15/2014) Was included with other projects that needed addressing. As of this update signs have been installed in the County warning of speed zone ahead and reduced speed ahead. City Police have been conducting extra patrols in the area and have deployed their speed-warning trailer. (9/30/2015) Projected submittal of results and recommendations to the Council.

14	WWTP Permit Renewal	Permit being prepared by Freese and Nichols, Inc. (07/14/2015) Contract awarded to FNI to submit for the City its WWTP renewal application. (08/20/2105) Draft permit renewal received by City for review and comments. (08/24/2015) City returned comments; Mayor signed required sheets and documents mailed back to FNI. (08/31/2015) Payment sheet and copy of check to go to FNI. This completes submittal portion of this project.
15	Water Study	Engineered by Freese and Nichols, Inc. (03/24/2015) Council gave approval for FNI to update the Water Model for the City. (04/17/2015) Received and deployed pressure recorders throughout the City. (05/01/2105) Returned recorders to FNI. As of this update only item left on City list is to provide water usage with address date to FNI. (09/30/2015) Projected completion date for this project.
16	RV Park Wi-Fi Project	(8/20/2015) This project is complete now waiting final walk through with contractor but system is working.
17	Relocation of Public Woks	(12/15/2104) This also was presented to me as needed to done. As of this update have been reviewing new and old proposed relocation sites for PW. Realistic projected completion date for this project would be sometime in 2016.
18	SCADA Phase III	(2103) City started on a multi-phase project to update the existing SCADA (System Control and Data Acquisition) system. Phase I and Phase II is complete. (11/25/2013) Received proposal for Phase III improvements from Block Design. (7/14/2015) proposal presented to council and accepted. As of this update equipment has been ordered but actual work has not been started. (9/18/2015) Acquisition of all components needed for this Phase is almost complete. (10/31/2015) Proposed phase completion date.